

APPENDIX A6

Sample Forms and Notices





SAMPLE FORMS AND NOTICES

MICHIGAN TRIAL COURT COLLECTIONS

SAMPLE FORMS AND NOTICES

This section lists some examples of forms which courts may find useful.



SAMPLE FORMS AND NOTICES
MICHIGAN TRIAL COURT COLLECTIONS

Original - Court
1st Copy - Reimbursement
2nd Copy - Defendant
3rd Copy - Probation

STATE OF MICHIGAN OAKLAND COUNTY SIXTH JUDICIAL CIRCUIT		INSTALLMENT PAYMENT AGREEMENT	CASE NO 94 4566789 FII
Court Address: 1200 N. TELEGRAPH RD. Box 455 PONTIAC MI 48341-0455		Court Telephone No (410) 858-0506	
Plaintiff PEOPLE OF THE STATE OF MICHIGAN	Defendant Doc, John		
Petitioner OAKLAND COUNTY REIMBURSEMENT DIVISION			

I agree to make payments in the amount of \$50.00
per month beginning 06/25/96 until the balance of
\$1,000.00 has been paid in full. In the event that I fail to make payments as agreed
then the entire balance is due.

Other:

Payment in the form of a wage assignment at the rate of \$25.00 bi-weekly

24-Apr-96
Date _____
Defendant _____
Approved by: _____
Reimbursement Division

Payments are to be made payable to:

OAKLAND COUNTY REIMBURSEMENT DIVISION
1200 NORTH TELEGRAPH DEPT. 455
PONTIAC MI 48341-0455
TELEPHONE: (313) 858-0506

RD11 rev 11-94



SAMPLE FORMS AND NOTICES
MICHIGAN TRIAL COURT COLLECTIONS

Original - Court
1st Copy - Reimburser
2nd Copy - Defendant
3rd Copy - Probation

STATE OF MICHIGAN SIXTH JUDICIAL CIRCUIT OAKLAND COUNTY	INCOME WITHHOLDING ORDER CONSENT ORDER	CASE NO. 94 4568789 FH
---	---	---------------------------

In the matter of: Doe, John
Pontiac MI 48341

Social Security No 444-55-6777

Source of Income:
Electronic Industries
450 Huron
Pontiac MI 48343
810-455-4411

Date of Order 24-Apr-96

The Honorable Jessica R Cooper
Circuit Court Judge

The court finds that the above person is under a court order on the above-entitled case and that he now desires to make an assignment from his income, which sum is to apply on the said case.

IT IS ORDERED that the source of income is directed to withhold income due the payer:

Amount to be withheld \$25.00

Frequency of withholding bi-weekly

Number of pay periods undetermined

IT IS ORDERED that the above amount be remitted to:

Reimbursement Division
Oakland County Courthouse
1200 North Telegraph Road
P.O. Box 430628
Pontiac MI 48343-0628
Telephone No. (810) 858-0506

for the specific period of time or until notified by the Reimbursement Division that the account is paid or until further Order of the Court.

IT IS ORDERED that the source of income shall notify the Reimbursement Division if the payer's income from that source is terminated or interrupted for a period of 14 or more consecutive days and shall provide the payer's last known address and the name and address of the payer's new employer or other source of income, if known.

This order may be amended as necessary to reflect the respondent's current source of income.

I hereby consent to the entry of the above order.

Doe, John

Circuit Court Judge P 23247
Jessica R Cooper

Approved: Reimbursement Division



SAMPLE FORMS AND NOTICES
MICHIGAN TRIAL COURT COLLECTIONS

Original - Court
2nd Copy - Defendant

1st Copy - Employer
3rd Copy - Reimbursement

STATE OF MICHIGAN COUNTY OF OAKLAND SIXTH JUDICIAL CIRCUIT	AMENDATORY ORDER	CASE NO. 94 4566789 FII
--	------------------	----------------------------

Court Address: 1263 North Telegraph Road
P.O. Box 430628
Pontiac MI 48343-0628

Court Telephone No.
(810) 856-0506

In the matter of: Doe, John

Pontiac MI 48341

DATE OF HEARING: _____

Judge: The Honorable Jessica R Cooper

THIS IS AN AMENDATORY ORDER, AMENDING THE ORDER DATED: 04/24/96
IN THIS CAUSE TO REFLECT CURRENT SOURCE OF INCOME FOR INCOME WITHHOLDING
ORDER:

Name of Employer: Plumbing Industries
Employer address: 600 Erie
City, State, Zip: Pontiac MI 48343
Telephone number: 810 335-7889

Employee's Name: Doe, John
Social Security #:

Amount to be withheld: \$ 25.00
Frequency of withholding: bi-weekly

Date: April 24, 1996

Circuit Judge Jessica R Cooper Bar # P 23242



SAMPLE FORMS AND NOTICES
MICHIGAN TRIAL COURT COLLECTIONS

STATE OF MICHIGAN INCOME WITHHOLDING ORDER
ORI: MIS10055J < > VOLUNTARY < > COURT ORDERED
15TH DISTRICT COURT *****
101 E HURON PO BOX 8650 ANN ARBOR MI 48107 CASE NUMBER 734/994-2745

STATE OF MICHIGAN -7- MICHAEL JON

MAILING DATE: _____

TO: REGARDING: MICHAEL JON

SOC SEC #: _____

1. DATE OF ORDER: _____ JUDGE: ANN E MATSON
2. < > A. THE COURT FINDS THAT THE ABOVE PAYER OWES CURRENT COSTS IN
THE ABOVE CASE, AND NOTICE HAS BEEN GIVEN AS REQUIRED BY LAW.
< > B. PAYER HAS CONSENTED TO AN INCOME WITHHOLDING ORDER.

IT IS ORDERED:

3. PAYER'S SOURCE OF INCOME IS DIRECTED TO WITHHOLD FROM INCOME DUE THE PAYER, AND PAY THE 14A DISTRICT COURT THE SUM OF \$ _____ PER _____ FOR AN INDEFINITE PERIOD, OR UNTIL FURTHER ORDER OF THE COURT. INCOME MEANS: COMMISSIONS, EARNINGS, SALARIES, WAGES AND OTHER INCOME DUE NOW OR IN THE FUTURE FROM AN EMPLOYER AND SUCCESSOR EMPLOYERS; ANY PAYMENT DUE NOW OR IN THE FUTURE FROM A PROFIT-SHARING PLAN, PENSION PLAN, INSURANCE CONTRACT, ANNUITY, SOCIAL SECURITY, UNEMPLOYMENT COMPENSATION SUPPLEMENTAL UNEMPLOYMENT BENEFITS, AND WORKER'S COMPENSATION; ANY AMOUNT OF MONEY DUE THE PAYER UNDER A SUPPORT ORDER AS A DEBT OF ANY OTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION, THE UNITED STATES OR ANY FEDERAL AGENCY, PRIVATE OR PUBLIC CORPORATION, ANY STATE OR POLITICAL SUBDIVISION OF ANY STATE OR ANY OTHER LEGAL ENTITY INDEBTED TO THE PAYER.
4. < > ALL FUNDS FROM UNEMPLOYMENT, GENERAL ASSISTANCE, PENSION PLANS, OR ANY OTHER SOURCE OF INCOME, EXCEPT THOSE EXEMPT BY LAW, SHALL BE SEQUESTERED AND FORWARDED TO THE COURT.
5. THE COURT SHALL BE APPOINTED RECEIVER TO RECEIVE, TAKE POSSESSION, CASH AND DISBURSE THESE FUNDS FOR THE PURPOSE OF COLLECTING COSTS, FINES, FEES, AND THE PAYMENT OF ALL RESTITUTION.

ANY INCOME WITHHELD UNDER THIS ORDER SHALL BE PAID TO THE COURT WITHIN THREE DAYS AFTER THE DATE OF WITHHOLDING.

THE SOURCE OF INCOME SHALL NOTIFY THE COURT IF THE PAYER'S INCOME FROM THAT SOURCE IS TERMINATED.

IF THE PAYER'S EXISTING ORDER IS MODIFIED BY AN ORDER OF THE COURT, THE COURT SHALL SEND A NOTICE OF MODIFICATION TO THE SOURCE OF INCOME BY ORDINARY MAIL. THE AMOUNT ASSIGNED OR WITHHELD SHALL BE CHANGED TO CONFORM WITH THE COURT MODIFICATION SEVEN DAYS AFTER RECEIPT OF NOTICE.

I VOLUNTARILY AGREE WITH THE TERMS OF THIS ORDER.

MICHAEL JON

JUDGE ANN E MATSON



NOTICE TO SOURCE OF INCOME

BELOW PLEASE FIND INFORMATION CONCERNING THE WITHHOLDING OF CERTAIN AMOUNTS FROM INCOME DUE THE PAYER CITED ON THE ORDER ENCLOSED WITH THIS NOTICE. UNDER THE LAW, YOU HAVE CERTAIN RESPONSIBILITIES AND LIABILITIES AS FOLLOWS:

1. YOU MUST DEDUCT THE AMOUNT LISTED ON THE INCOME WITHHOLDING ORDER (THE AMOUNT IS BASED UPON THE ORDERS OF RECORD IN THIS CAUSE), AND REMIT THE AMOUNT TO THE DISTRICT COURT WITHIN THREE DAYS AFTER THE DATE OF WITHHOLDING.
2. "INCOME" IS DEFINED IN ITEM 3 IN THE ENCLOSED ORDER.
3. "EMPLOYER" MEANS ANY INDIVIDUAL, SOLE PROPRIETORSHIP, PARTNERSHIP, ASSOCIATION, PRIVATE OR PUBLIC CORPORATION, THE UNITED STATES, OR ANY FEDERAL AGENCY, THE STATE OF MICHIGAN, OR ANY STATE AND ITS POLITICAL SUBDIVISION, OR ANY OTHER LEGAL ENTITY WHICH HIRES AND PAYS AN INDIVIDUAL FOR HIS OR HER SERVICES.
4. "SOURCE OF INCOME" MEANS AN EMPLOYER OR SUCCESSOR EMPLOYER OR ANY OTHER PERSON WHO OWES OR WILL OWE INCOME, AS DEFINED, TO THE PAYER.
5. THE INCOME WITHHOLDING ORDER ENCLOSED IS BINDING UPON ANY SOURCE OF INCOME SEVEN DAYS AFTER SERVICE UPON THAT SOURCE OF INCOME OF A COPY OF THE ORDER. THE DATE OF MAILING MAY BE FOUND ON THE ORDER. THE INCOME WITHHOLDING ORDER REMAINS IN EFFECT UNTIL FURTHER ORDER OF THE COURT OR UNTIL YOU ARE NOTIFIED OTHERWISE IN WRITING BY THE COURT.
6. COMPLIANCE BY THE SOURCE OF INCOME WITH AN INCOME WITHHOLDING ORDER OPERATES AS A DISCHARGE OF THE SOURCE'S LIABILITY TO THE PAYER AS TO THAT PORTION OF THE PAYER'S INCOME AFFECTED.
7. THE COURT MAY FIND A SOURCE OF INCOME IN CONTEMPT IF THE SOURCE OF INCOME IS SERVED WITH AN INCOME WITHHOLDING ORDER AND FAILS TO COMPLY WITH THE ORDER AFTER THE ORDER BECOMES BINDING SEVEN DAYS AFTER SERVICE.
8. A SOURCE OF INCOME SHALL NOTIFY THE COURT IF THE PAYER'S INCOME FROM THAT SOURCE IS TERMINATED.
9. IF THE AMOUNT ORDERED WITHHELD EXCEEDS 25% OF THE PAYER'S DISPOSABLE INCOME, NOTIFY THE COURT OF THE AMOUNT OF DISPOSABLE INCOME AND WITHHOLD ONLY 25%.

ALL CHECKS MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION:

PAYER'S NAME
PAYER'S FILE NUMBER (LOCATED IN UPPER RIGHT CORNER OF ORDER)
PAYER'S SOCIAL SECURITY NUMBER

WARNING: A SOURCE OF INCOME SHALL NOT USE AN INCOME WITHHOLDING ORDER AS A BASIS FOR THE DISCHARGE OF A PAYER OR FOR ANY DISCIPLINARY ACTION OR PENALTY AGAINST THE PAYER. A SOURCE OF INCOME WHO DISCHARGES, DISCIPLINES OR PENALIZES THE PAYER IN VIOLATION OF THE LAW IS GUILTY OF A MISDEMEANOR AND MAY BE PUNISHED BY A FINE OF NOT MORE THAN \$500.00 AND SHALL BE REQUIRED BY THE COURT TO MAKE FULL RESTITUTION TO THE AGGRIEVED PAYER, INCLUDING REINSTATEMENT AND BACK PAY.

IF YOU HAVE ANY QUESTIONS CONCERNING IMPLEMENTATION OF THE INCOME WITHHOLDING ORDER, CONTACT THE COURT AT 734/994-2745. TWO CC (8/94)



State of Michigan

SEVENTY FIFTH DISTRICT COURT

District Judges
John H. Han
James E. Wilson



Clerk/Administrator
Edward W. Farr

Midland County Courthouse
301 W. Main Street
Midland, Michigan 48640

Before you leave the courthouse, make sure you go to the Probation Office. An appointment will be made for you to see a probation agent. You must keep this appointment and all other appointments with this office. Because these appointments are so important, you will probably be cited for contempt of court if you do not keep these appointments. If for some good reason you think you cannot make an appointment, call the probation agent and ask them to excuse you, but without their permission, to repeat, you cannot miss the appointment.

It is important that you cooperate with this agent and follow all instructions given to you as they will be preparing a report for me to read before I sentence you. If you have pled guilty to an alcohol related driving offense, the probation agent will refer you to alcohol education program. Just as you must keep all appointments with the probation agent, you must also keep all appointments with any agency, and if you do not the consequences will be serious and could result in you being held in contempt of court.

At this time I do not know what your sentence will be, however, in almost all cases a defendant is required to pay a fine. You should begin saving for this fine now. Paying the fine is as important or possibly more important than any other bills you may have.

If you have a court appointed attorney, you should also have money at the time of the sentencing to pay back the court for your attorney fees. I will expect the fine and court appointed attorney fees to be paid at the time of sentencing.

Hon. James E. Wilson
District Judge



SAMPLE FORMS AND NOTICES
MICHIGAN TRIAL COURT COLLECTIONS

State of Michigan
SEVENTY FIFTH DISTRICT COURT

Clerks/Judges:
John H. Han
James E. Votaw



Midland County Courthouse
301 W. Main Street
Midland, Michigan 48640

Clerk/Administrator
Edward W. Allen

THE TOTAL AMOUNT FOR YOUR FINES AND COSTS IS _____

YOU ARE GIVEN CREDIT FROM THE BOND POSTED OF _____

TOTAL AMOUNT DUE: _____

THE TOTAL AMOUNT DUE MUST BE PAID BY _____

OR YOU WILL BE REQUIRED TO SPEND _____ DAYS IN JAIL